

**Proposal Review Committee**  
**December 10, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 1:34 p.m.

The Proposal Review Committee met on December 10, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Benefits Administration  
Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Keinna McNight, OMB, HR Manager, Statewide Benefits  
Andrew Kerber, Deputy Attorney General (via conference call)  
Wendy Brown, Department of Health and Social Services  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Rebecca Zink, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Ashley Tucker, Administrative Office of the courts  
Bryan Spivey, Segal Consulting Group (via conference call)  
Emily Klubock, Segal Consulting Group (via conference call)

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 1:34 p.m. A representative from the Correctional Officers' Association was not present. Emily Cunningham, representing the Office of the Lt. Governor, was not present due to jury duty. Ms. Cunningham's office emailed her completed scoresheet shortly before the meeting was called to order.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve of the minutes from the November 20, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Watson and seconded by Ms. Reinagel-Nietubicz. The motion was approved with unanimous voice vote.

**Discussion of the Supplemental Insurance Program (Group Accident, Cancer, and Critical Illness<sup>1</sup>) RFP for the Group Health Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to discuss the finalists' follow-up responses, best and final offering, and to score in order to recommend a vendor to the SEBC. Ms. Brown made the motion and it was seconded by Ms. Watson. The PRC moved into Executive Session at 1:35 p.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Ehemann at 3:40 p.m. and Ms. Vaughn seconded.

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<sup>1</sup> Please note that all the finalists - Aflac, MetLife and Humana - submitted bids with cancer coverage included in the Critical Illness coverage instead of a rider. Therefore, there are two products or coverage options, not three as implied by the title of the Request for Proposal.

Upon return to the Public Session, the committee voted on the following plan design options:

1. Ms. Zink made a motion to select the Group Accident coverage option of 24-hour coverage, also known as on-and-off the job. Ms. Vaughn seconded and the motion carried by unanimous voice vote.
2. Ms. Brown made a motion to select the post-tax payroll deduction option for both the Group Accident and Critical Illness plans. Ms. Watson seconded and the motion carried by a unanimous voice vote.
3. Ms. Vaughn made a motion that the choice of high and low coverage options for both types of plans be offered to the eligible members. Ms. Reinagel-Nietubicz seconded and the motion carried by a unanimous voice vote.

The committee then entertained a motion to select a vendor. Ms. Watson made a motion to recommend Aflac to the State Employees Benefit Committee. Ms. Zink seconded and the motion carried by unanimous voice vote.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Zink and seconded by Ms. Vaughn. Upon unanimous voice approval, the meeting was adjourned at 3:44 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager